



**Employment Opportunity
United States Peace Corps in Myanmar**

The United States Peace Corps program in Myanmar seeks a qualified and motivated candidate to fill the following full-time position:

Education Program Manager

Minimum Starting Salary: \$14,617/year (FSN-10 equivalent)

Anticipated Start Date: June/July 2015

The **Education Program Manager** will provide overall support to Peace Corps Volunteers working in the English Language Education Project. The Program Manager works directly with the Director of Programming and Training (DPT) in establishing, maintaining, and evaluating the Project Plan for Peace Corps Myanmar which will act as the focal point for all Volunteer activity. The PM will also develop and maintain relationships with national and local government agencies, schools and other organizations as part of on-going monitoring and evaluation of the Peace Corps Program in Myanmar. The PM, in coordination with the Regional Manager (RM) will conduct periodic visits to Volunteers in the field and assist the RM in the development of new sites for Volunteer assignments. This position reports to the Director of Programming and Training.

The Program Manager's main responsibilities include:

- Developing and managing viable work assignments for the Peace Corps Volunteers
- Developing and maintaining professional relationships for Peace Corps with educational institutions and organizations within the Ministry of Education
- Visiting Volunteers, their supervisors and counterparts at the work sites located in areas outside Yangon
- Developing and updating forms, documents and manuals related to the English Language Education Program
- Participating in the evaluation of the Peace Corps Myanmar Project Plan, Volunteer activities and their impact on their Counterparts and their sites
- Participating in the training of Volunteers throughout their 27 month service in Myanmar
- Acting as translator for American staff and producing translations of materials in English and Burmese for official purposes
- Familiarizing and complying with Peace Corps policies and procedures for staff and Volunteers particularly in the area of the safety and security of Volunteers
- Preparing quarterly and annual reports on the achievement of the Peace Corps Project Plan goals

Required Qualifications

- University degree in a relevant field
- Five years programming experience
- Demonstrated ability to maintain professional networks of contacts with organizations and government officials at the national and local level through personal contact and correspondence
- Demonstrated ability in program monitoring and evaluation
- Experience working in a cross cultural setting
- Experience counseling and providing feedback to others
- Fluency in written and spoken English and Burmese

- Strong computer skills in Outlook, Excel, Microsoft Word, Databases and PowerPoint
- Proven knowledge of the education system of Myanmar and the current strategic plan of reform
- Strong organizational skills
- Excellent communication skills

Desired Qualifications

- Degree and/or professional experience in the Education field
- Experience with monitoring and evaluation of community based development projects
- Experience with and/or demonstrated interest in social media tools including some experience with website design, blogs, Twitter, Facebook
- Experience working with an American or international organization
- Fluency in any of the ethnic languages in Myanmar
- Experience working with volunteer programs
- Ability to work independently with little supervision
- Willingness to take initiative
- Strong service attitude
- Personal integrity
- Strong cross-cultural and interpersonal skills
- Strong interest in Myanmar's development
- Good sense of humor

Apply by submitting a resume and a one page letter in English which addresses your qualifications for the position. Please address all listed qualifications and include the title of the position you are seeking in your cover letter. Applications that do not address the required qualifications will not be considered.

Early application deadline for priority consideration is May 10, 2015, though the position will remain open until filled.

Applications and questions (including requests for the complete Statement of Work) should be sent to BurmaPC@peacecorps.gov.

Only qualified candidates will be contacted for interviews. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy. Candidates chosen for interview will also be required to pass language and skills evaluations.

The United States Peace Corps is a non-political, non-religious organization, which will bring American Volunteers to Myanmar. The Peace Corps is an agency of the United States Government and was founded by President John F. Kennedy in 1961. General information about Peace Corps can be found on www.peacecorps.gov.